

CAPITAL OUTLAY PROGRAM MANAGER

JOB ANALYSIS BACKGROUND INFORMATION

Date of Study: July 24, 2007

Collective Bargaining Identification:

Job Analysis Conducted By: Revonna Roper, Selection Analyst
Pam Clements, Assoc. Personnel Analyst
Office of Selection Services

Number of Incumbents: There will be **10** incumbents established into this classification per the Chief Deputy Secretary of the Department of Corrections.

Names of the Subject Matter Expert(s) and their background:

Deborah Hysen, Chief Deputy Secretary, Sacramento

Ms. Hysen has been employed with the California Department of Corrections and Rehabilitation (CDCR) for two months. For the past years, she has worked in various positions as a Project Director II and as a Project Director III at the Department of General Services.

Robert Courtnier, Chief Construction Supervisor, Department of General Services (DGS), Sacramento

Mr. Courtnier has been employed with the Department of General Services for 10 years. For the past seven months he has been Acting Chief in the RESD/PMB Unit for DGS.

Stephen Durham, Principal Fiscal & Policy Analyst, Department of General Services (DGS), Sacramento

Mr. Durham has been a Branch Chief for one year and a Capital Outlay Program Manager for six months.

(CLASSIFICATION TITLE)
INFORMATION GATHERING

The initial list of tasks and knowledges, skills & abilities statements were identified after conducting a literature review which consisted of:

- Class Specification
- Duty Statement, Real Estate Services Division
- Duty Statement, Office of Facilities Management
- 511B, from the State Personnel Board